

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900226-03

SCHEDULE #: 90-115

EFFECTIVE DATE: 10/1/90

Agency Code: 414-021
Agency: Education
Creating Office: Program Development and Student Support Division

Series
Title/Dates: "Student Support Unit Correspondence Files," 1977 and continuing

Access: Open
Class: Individual

Related To: Programs administered by unit and projects or committees in which the unit participates; programs include guidance and counseling services, social services, psychological counseling and dropout prevention

Arrangement: Chronological by fiscal year, thereunder alphabetical by name of program consultant.

Retention Requirement: Administrative: five (5) years.

Media: Paper

Disposition
Instructions: Cut off at end of fiscal year,
Hold in central files area three (3) years,
Transfer to State Records Center,
Hold two (2) years, then
Destroy

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.


Edward Weldon
Secretary of State Designee

10/16/90
Date